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Item 2 (c) and (f) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

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I. PROVISIONAL AGENDA

1. Rule 9 of the draft rules of procedure being applied (FCCC/CP/1996/2) provides that, "in agreement with the President, the secretariat shall draft the provisional agenda of each session" of the Conference of the Parties (COP). In preparing the draft provisional agenda for the fourth session for consideration by the President of the Conference of the Parties at its third session (COP 3), the Executive Secretary took account of views expressed by the Subsidiary Body for Implementation (SBI), notably at its eighth session (FCCC/SBI/1998/6, paras. 47-52),[1] and the Bureau of the COP. The provisional agenda has been approved by the President and is presented for adoption as follows:

1. Opening of the session:

   (a) Statement by the President of the Conference at its third session;

   (b) Election of the President of the Conference at its fourth session;

   (c) Statement by the President;

   (d) Addresses of welcome;

   (e) Statement by the Executive Secretary.

2. Organizational matters:

   (a) Status of ratification of the Convention and the Kyoto Protocol;

   (b) Adoption of the rules of procedure;

   (c) Adoption of the agenda;

   (d) Election of officers other than the President;

   (e) Admission of organizations as observers;

   (f) Organization of work, including the sessions of the subsidiary bodies;

   (g) Participation in contact groups;

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[1] See also FCCC/SBI/1998/MISC.3 for a position paper on preparations for the COP at its fourth session, submitted by the Group of 77 and China.

(h) Calendar of meetings of Convention bodies 2000-2001;

(i) Date and venue of the fifth session of the Conference of the Parties;

(j) Adoption of the report on credentials.

3. Reports of subsidiary bodies: action on conclusions and guidance on future work:

(a) Report of the Subsidiary Body for Scientific and Technological Advice;

(b) Report of the Subsidiary Body for Implementation;

(c) Report of the Ad Hoc Group on Article 13.

4. Review of the implementation of commitments and of other provisions of the Convention:

(a) Review of information communicated under Article 12:

(i) National communications from Parties included in Annex I to the Convention;
(ii) Initial national communications from Parties not included in Annex I to the Convention;

(b) Financial mechanism:

(i) Report of the Global Environment Facility to the Conference;
(ii) Review process referred to in decision 9/CP.1;[2]

(c) Development and transfer of technologies (decision 13/CP.1);

(d) Second review of the adequacy of Article 4.2(a) and (b);

(e) Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3);

(f) Activities implemented jointly: review of progress under the pilot phase (decision 5/CP.1);

(g) Review of information and possible decisions under Article 4.2(f);

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[2] For full texts of decisions adopted by the Conference of the Parties at its first, second and third sessions, see documents FCCC/CP/1995/7/Add.1, FCCC/CP/1996/15/Add.1 and FCCC/CP/1997/7/Add.1, respectively.

(h) Other matters relating to implementation:

(i) Research and systematic observation (Articles 4.1(g) and 5 of the Convention);
(ii) Scientific and methodological aspects of the proposal by Brazil.

5. Matters related to the Kyoto Protocol:

(a) Matters related to decision 1/CP.3, paragraph 5:

(i) Land-use change and forestry;
(ii) Article 6 of the Kyoto Protocol;
(iii) Article 12 of the Kyoto Protocol (clean development mechanism);
(iv) Article 17 of the Kyoto Protocol (international emissions trading);
(v) Impact of single projects on emissions in the commitment period.

(b) Matters related to decision 1/CP.3, paragraph 6: preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol.

6. Voluntary commitments by non-Annex I Parties.[3]

7. Administrative and financial matters:

(a) Arrangements for administrative support to the Convention;

(b) Income and budget performance:

(i) Financial performance in the biennium 1996-1997;
(ii) Initial report on financial performance in the biennium 1998-1999;

(c) Scale of contributions to the core budget.

8. General statements:

(a) Addresses at the Presidential ceremony;

(b) Statements by ministers and other heads of delegation of Parties at the high-level segment;

(c) Statements by observer States;

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[3] Requested by Argentina under rule 10 (d) of the draft rules of procedure being applied.

(d) Statements by intergovernmental organizations;

(e) Statements by non-governmental organizations.

9. Other matters.

10. Conclusion of the session:

(a) Adoption of the report of the Conference of the Parties on its fourth session;

(b) Closure of the session.

II. ANNOTATIONS TO THE PROVISIONAL AGENDA, INCLUDING SUGGESTIONS FOR THE ORGANIZATION OF WORK

1. Opening of the session

2. The Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) will hold its fourth session from 2 to 13 November 1998. In accordance with rule 3 of the draft rules of procedure, the session will be opened at the Centro de exposiciones del Gobierno de la Ciudad de Buenos Aires, Buenos Aires, Argentina at 10 a.m. on Monday, 2 November 1998.

3. Pursuant to rule 26 of the draft rules of procedure, the session will be opened by, or on behalf of, the President of COP 3.

(a) Statement by the President of the Conference at its third session

4. The outgoing President of the Conference will make a statement.

(b) Election of the President of the Conference at its fourth session

5. According to rule 22 of the draft rules of procedure, the office of President is subject to rotation among the five regional groups. Two regional groups have not yet provided a President of the Conference: the Latin American and the Caribbean Group and the Eastern European Group. In accordance with established practice, the hosting of a session of the COP away from the headquarters of the secretariat confers the Presidency upon the head of the delegation of the host country. Following both these criteria, the President of COP 3 will call for the election of the head of the delegation of Argentina as President. The Government of Argentina has informed the secretariat that its head of delegation will be Her Excellency Ms. María Julia Alsogaray, Secretary of Natural Resources and Sustainable Development.

(c) Statement by the President

6. The President will make a statement after her election.

(d) Addresses of welcome

7. Addresses of welcome will be made by a representative of the host country and the Governor of the city of Buenos Aires.

(e) Statement by the Executive Secretary

8. The Executive Secretary of the UNFCCC secretariat will make a statement on the tasks to be undertaken by the Conference.

2. Organizational matters

(a) Status of ratification of the Convention and the Kyoto Protocol

9. A status report on the ratification of the Convention, including declarations made under Article 4.2(g), will be before the Conference for its information (FCCC/CP/1998/INF.5). This will confirm which States are Parties to the Convention and are therefore eligible to participate in decision-making.

10. For each State that ratifies, accepts or approves the Convention or accedes thereto after the deposit of the fiftieth instrument of ratification, acceptance, approval or accession, the Convention enters into force on the ninetieth day after the date of deposit with the Depositary of its instrument of ratification, acceptance, approval or accession. The number of Parties will total 175 during the COP at its fourth session (COP 4), including 174 States and one regional economic integration organization.

11. A status report on the signature and ratification of the Kyoto Protocol, including any declarations made by Parties, will also be provided for the information of the COP (FCCC/CP/1998/INF.5). Delegations of States that have not signed the Protocol are invited to inform the secretariat, in writing, of their Governments' plans to do so. Information on plans for ratification may also be given to the secretariat.

12. No provision is made for statements under this sub-item; relevant information may be communicated in statements made under other items.

(b) Adoption of the rules of procedure

13. According to Article 7.2(k) of the Convention, the COP "shall agree upon and adopt, by consensus, rules of procedure ... for itself and for any subsidiary bodies". The Conference was unable to adopt its rules of procedure at previous sessions; it decided to apply the draft rules with the exception of draft rule 42 on voting, and has requested its successive Presidents to conduct consultations thereon. The draft rules have been similarly applied, *mutatis mutandis*, to the subsidiary bodies (FCCC/CP/1995/7, para. 10; FCCC/CP/1996/15, para. 12; and FCCC/CP/1997/7, para. 21).

14. In an effort to advance deliberations, the President of COP 3 conducted consultations on the rules of procedure during the June 1998 sessions of the subsidiary bodies and the period leading up to the fourth session of the COP. A report on these consultations, and the likelihood of adoption of the rules of procedure, will be presented. In the absence of consensus, the COP will, at the start of its fourth session, be invited to continue applying the rules of procedure contained in document FCCC/CP/1996/2. The President of COP 4 may be invited to undertake consultations to try to achieve adoption of the rules before the close of the session.

(c) Adoption of the agenda

15. The provisional agenda for COP 4, prepared in accordance with rule 9 of the draft rules of procedure, is presented for adoption (see section I above of this document).

16. A list of documents relating to the provisional agenda, as well as other documents available at the session, will be issued in an addendum to this document.

17. The provisional agenda for the ninth sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the SBI can be found in annexes I and II to the present document.

(d) Election of officers other than the President

Election of officers of the Conference of the Parties other than the President

18. Rule 22 of the draft rules of procedure provides that "at the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They will serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing States. The offices of President and Rapporteur shall normally be subject to rotation among the five regional groups". Rule 22 further states that "no officer may serve on the Bureau for more than two

consecutive terms of one year". Accordingly, the representatives of Canada and Germany, who are serving as Vice-Presidents for a second consecutive term, are not eligible for re-election to the Bureau.

19. During the June 1998 sessions of the subsidiary bodies, a representative of the President of COP 3 started consultations with the aim of advising the future President of COP 4 on the election of the other members of the Bureau. It is hoped that a complete list of candidates for the Bureau of COP 4 will be presented to the Conference at its first plenary meeting and that the Conference will elect the officers by consensus.

Election of other officers of the subsidiary bodies

20. Rule 27 of the draft rules of procedure provides that "each subsidiary body shall elect its own Vice-Chairman and Rapporteur". The subsidiary bodies were unable to elect their Vice-Chairmen and Rapporteurs at their eighth sessions. These elections should be concluded as soon as possible during the session so that officers are available to assist the Chairmen in fulfilling their responsibilities at the ninth and tenth sessions of the subsidiary bodies.

(e) Admission of organizations as observers

21. The admission of intergovernmental and non-governmental organizations as observers is governed by Article 7.6 of the Convention, which provides, *inter alia*, that "any body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object".

22. In accordance with the practice established by the UNFCCC, the secretariat will invite those intergovernmental and non-governmental organizations accorded observer status at previous sessions of the Conference to attend COP 4 (with the exception of those organizations which were admitted to COP 3 only). Thus the procedure for admission to the Conference will apply only to new applicants for observer status and to those organizations which have expressed their wish to attend COP 4 only.

23. The COP Bureau has considered the provisional list of applicants drawn up by the secretariat, with a view to establishing that the organizations contained in the list meet all requirements, and has authorized the secretariat to advise those applicants of their "pre-admittance status", on the understanding that the final authority for the admission of observers rests with the COP. At its first plenary meeting, the Conference will have before it for approval a document containing the list of organizations recommended for admission as observers (FCCC/CP/1998/14).

(f) Organization of work, including the sessions of the subsidiary bodies

Purpose of the session

24. Article 7.2 of the Convention provides that "the Conference of the Parties, as the supreme body of [the] Convention, shall keep under regular review the implementation of the Convention ... and shall make, within its mandate, the decisions necessary to promote the effective implementation of the Convention". Certain provisions of the Convention and decisions of the COP at its previous sessions require further action by the COP by dates prior to COP 5, and COP 4 will be expected to address such issues. The COP will also be expected to take up matters arising from decisions adopted at COP 3, particularly those relating to the prompt start of the Kyoto Protocol, as specified in decision 1/CP.3, and to decision 3/CP.3.

Approach to the organization of COP 4

25. The fourth session of the COP will entail meetings of the Conference plenary and of the two subsidiary bodies. Plenary will organize the work of the session, allocate tasks to, and oversee the work of, the subsidiary bodies (see paragraph 30 below) and deal with a number of procedural and substantive matters. The bulk of the work of the session will be conducted in the subsidiary bodies, which will have the responsibility of developing draft decisions and conclusions for submission to the Conference for adoption. The subsidiary bodies will complete their work on Tuesday, 10 November and report to the plenary on results achieved and on any outstanding issues.

26. The agendas of the subsidiary bodies reflect this approach (see annexes I and II below). Most of their work will be undertaken under the item of their provisional agendas entitled "Matters referred to the SBSTA/SBI by the plenary of the COP".

27. The high-level segment of the session attended by ministers and other heads of delegation will take place on 12 and 13 November. During this period, national statements will be delivered and negotiations will be undertaken to resolve outstanding issues. This segment will be preceded on 11 November by a ceremonial event to be addressed by the President of the Republic of Argentina and possibly by other dignitaries.

28. Decisions are expected to be adopted by the Conference plenary, on the basis of recommendations from the subsidiary bodies, on 11 November and, if further consultations and negotiations are required, on 13 November.

29. The Bureau of the COP will monitor and guide the work programme of the Conference and the subsidiary bodies. The linkages between the agendas of the COP and the subsidiary bodies call for a special effort by the Bureau to integrate and ensure consistency in the outputs of their work. This will be particularly important with regard to issues being addressed jointly by the SBSTA and the SBI.

Allocation of tasks

30. The COP at its first plenary meeting may consider allocating relevant sub-items of items 4, 5 and 7 of the provisional agenda to the subsidiary bodies, in accordance with their specific mandates. That would allow the subsidiary bodies sufficient time to carry out their work. The annotations to items 4, 5 and 7 below provide advice to the COP on how to allocate the items to the subsidiary bodies. The proposed allocation of items to the subsidiary bodies is summarized in annex III below. The proposal envisages that certain provisional agenda items will not be allocated to subsidiary bodies but retained for consultation by the President or another member of the COP Bureau. In two cases (items 4 (d) and 4 (g)), alternative allocation options are proposed.

31. In cases where responsibility for a particular item is shared by both subsidiary bodies, it would be useful to consolidate different elements into a single draft decision, or for the bodies to work together from the start through a joint process.

32. The number of contact groups to be established at the session should be minimized so as to reduce the burden on Parties with small delegations. Alternative methods of developing decisions and conclusions may be used, namely discussion of texts at subsidiary body meetings, informal bilateral consultations and preparation of draft texts by the Chairman to facilitate consensus.

33. Should further work prove necessary on any given item after the subsidiary bodies have ended their sessions, the President of the Conference may decide to undertake consultations or delegate this responsibility to another member of the Bureau.

Schedule of meetings

34. A proposed schedule of meetings is contained in annex IV below. The scheduling of meetings during COP 4 is based on the availability of conference servicing facilities during normal working hours. Given the heavy workload of the session, provision has been made for holding two simultaneous meetings, with full interpretation facilities, in the mornings and afternoons of the entire period when the subsidiary bodies are meeting, including Saturday, 7 November.

35. The plenary of the COP will convene on the morning and afternoon of Monday, 2 November for the opening of the session and the consideration of issues under agenda items 1, 2 and 3. The SBSTA and the SBI would then meet until 10 November, when they will be expected to complete their work. The subsidiary bodies are expected to hold a joint meeting on Tuesday, 3 November and, as necessary, later in the session. A meeting of the plenary is envisaged for the afternoon of Friday, 6 November to enable the Conference to hear status

reports from the Chairmen of the subsidiary bodies and officers of the COP Bureau holding consultations and to provide guidance as necessary. The Chairmen of the subsidiary bodies will report on the work of their ninth sessions in the afternoon of Wednesday, 11 November, and submit draft decisions and conclusions for adoption by the Conference.

36. On Wednesday, 11 November, the President of the Republic of Argentina will address the plenary at a ceremonial event. Representatives of observer States and non-governmental organizations and heads of intergovernmental organizations will also be invited to make statements on that day. The high-level segment of the Conference session will open on 12 November with the morning, afternoon and evening of that day devoted to statements by ministers and other heads of delegation of Parties. Finally, a plenary meeting is scheduled for the afternoon of Friday, 13 November to allow the COP to finalize discussions and adopt remaining decisions. Additional plenary meetings may be scheduled if necessary during the sessional period.

(g) Participation in contact groups

37. At its eighth session, the SBI requested the secretariat to prepare a draft decision on participation of non-governmental organizations in contact groups (see FCCC/SBI/1998/6, para. 83). This draft decision, which also addresses the participation of intergovernmental organizations, will be before the COP as document FCCC/CP/1998/L.1.

38. Since this matter affects the COP and all of its subsidiary bodies, any consultations required on the above-mentioned draft could be conducted by a Vice-President of the COP. That Vice-President could be invited to report to the plenary on Friday, 6 November for final decision on this item.

(h) Calendar of meetings of Convention bodies 2000-2001

39. The SBI at its eighth session took note of General Assembly resolution 52/445, and recommended that future calendars of meetings for the Convention continue to be based on a 12-month calendar. It also took note of the calendar of meetings approved by COP 3 for the biennium 1998-1999 and decided to return to the issue of calendar of meetings for the year 2000 and beyond at its ninth session, when it would also prepare a relevant decision for consideration and adoption by COP 4 (see FCCC/SBI/1998/6, para. 60). It also noted that the following sessional periods have already been adopted for 1999: (a) a first sessional period from 31 May to 11 June and (b) a second sessional period from 24 October to 5 November, including the fifth session of the COP (COP 5).

40. Because of the need to reserve commercial facilities in Bonn and to book United Nations conference services well in advance, as well as the usefulness to Parties and the secretariat of planning as far in advance as possible, a decision on the calendar of meetings needs to be taken by COP 4. The following dates are proposed for consideration:

(a) First sessional period in 2000: from 5 to 15 June;

(b) Second sessional period in 2000: from 16 to 25 October;

(c) First sessional period in 2001: June;

(d) Second sessional period in 2001: November.

Following current practice, and assuming that the COP continues to meet annually, the second sessional period in each of these years would include a session of the COP.

41. It may be recalled that at the eighth session of the SBI, a Party requested that the calendar of meetings be based on three meetings a year, consisting of two one-week sessional periods and one two-week session, the latter of which would include a meeting of the COP.

42. The COP may wish to allocate this item to the SBI. In dealing with the calendar, the SBI may wish to take into account the impact of the calendar on the programme of work and the programme budget for the biennium 2000-2001. The matter could be taken up in the same informal consultative process that will consider the budgetary and financial issues with a view to developing a recommendation to the COP for adoption.

(i) Date and venue of the fifth session of the Conference of the Parties

43. Rule 3 of the draft rules of procedure states that "the sessions of the Conference of the Parties shall take place at the seat of the secretariat, unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the Parties". Rule 4, paragraph 2, of the draft rules specifies that "at each ordinary session, the Conference of the Parties shall decide on the date and duration of the next ordinary session". Hence a decision on these matters will be required at COP 4.

44. As of COP 4, sessions of the Conference will have been held in States belonging to three regional groups: Western Europe and Others, Asia, and Latin America and the Caribbean. The Presidency will have been occupied in addition by a Party from the African Group.

45. At its eighth session, the SBI was informed by the secretariat that an offer to host the COP 5 had been received from the Hashemite Kingdom of Jordan, a State member of the Asian Group. The SBI took note of the generous offer, and invited any other Party desirous of making an offer to host COP 5 to communicate such proposal to the secretariat before 30 September 1998 (see FCCC/SBI/1998/6, para. 61).

46. The COP may wish to invite one of its Vice-Presidents to undertake consultations on this matter, based on offers received, and to propose a draft decision to the Conference for adoption.

(j) Adoption of the report on credentials

47. According to rule 19 of the draft rules of procedure, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than twenty-four hours after the opening of the session. Any later change in the composition of the delegation shall also be submitted to the secretariat. The credentials shall be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization. The Bureau of COP 4 shall examine the credentials and submit its report to the Conference (see rule 20 of the draft rules of procedure). Representatives shall be entitled to participate provisionally in the session, pending a decision by the COP to accept their credentials (see rule 21 of the draft rules of procedure).

3. Reports of subsidiary bodies: action on conclusions and guidance on future work

48. According to Article 7.2(j) of the Convention, the Conference of the Parties shall review reports submitted by its subsidiary bodies and provide guidance to them. The subsidiary bodies established by the Convention are the SBSTA and the SBI. The Ad Hoc Group on Article 13 (AG 13) completed its work at its sixth session in June 1998.

(a) Report of the Subsidiary Body for Scientific and Technological Advice
(b) Report of the Subsidiary Body for Implementation

49. The reports of the SBSTA and the SBI on their eighth sessions, held in June 1998, will be before COP 4 (FCCC/SBSTA/1998/6 and FCCC/SBI/1998/6). The Conference will be invited to take note of these reports at its first plenary meeting.

50. Owing to the shortness of time, reports on the ninth sessions of the SBSTA and SBI will only be presented orally by their Chairmen on Wednesday, 11 November. The Chairmen will also submit draft decisions and conclusions, as agreed in the subsidiary bodies, for adoption by the Conference. Any outstanding issues from the subsidiary bodies will be referred to the plenary for further consideration.

(c) Report of the Ad Hoc Group on Article 13

51. The Chairman of the AG 13 will present a report on the work of the Group's sixth session at the first plenary meeting. The Conference may wish to take note of it.

52. There are still outstanding issues to be resolved in connection with the Group's final report and its recommended draft decision on the establishment of a Multilateral Consultative Committee (FCCC/AG13/1998/2). The President of the Conference may initiate informal consultations in order to resolve these issues, which pertain to the composition of the proposed Multilateral Consultative Committee (MCC). A successful outcome of the informal consultations would lead to the adoption of the draft decision and the subsequent establishment of the proposed MCC. Parties should therefore be prepared to nominate experts in relevant fields, such as those of science, socio-economics and the environment, for the MCC so that the Conference can designate the Committee's members for the first period of office, recognizing that the terms of the members of the Committee for the first period are to be determined by lot.

4. Review of the implementation of commitments and of other provisions of the Convention

(a) Review of information communicated under Article 12

53. In accordance with Article 12, each Party is required to communicate to the COP, through the secretariat, information related to implementation of the Convention. The second national communications from Parties included in Annex I to the Convention were to be submitted by 15 April 1997; for Parties with economies in transition, the deadline was 15 April 1998. National inventory data on emissions by sources and removals by sinks on an annual basis are also to be submitted by Annex I Parties by 15 April of each year, beginning in 1997 (decision 9/CP.2). Guidelines for the preparation of initial communications from non-Annex I Parties have also been approved by the COP (decision 10/CP.2), and eight communications have since been submitted.

(i) National communications from Parties included in Annex I to the Convention

54. This sub-item comprises several elements:

(a) *Compilation and synthesis of second national communications:* At its second session, by its decision 9/CP.2, the COP requested Annex I Parties to submit to the secretariat, in accordance with Article 12.1 and 12.2 of the Convention, a second national communication and requested the secretariat to provide a first compilation and synthesis of second national communications to the COP at its third session. The COP, having considered the relevant

recommendations of the subsidiary bodies, by its decision 6/CP.3, requested the secretariat to prepare a full compilation and synthesis of second national communications for consideration at its fourth session. This report will be contained in document FCCC/CP/1998/11 and Add.1 and 2;

(b) *Interim assessment of in-depth reviews and scheduling of subsequent national communications:* The SBI, at its seventh session, expressed its intention to conduct an interim assessment of the in-depth reviews of second national communications (see FCCC/SBI/1997/21, para. 11 (e)). To facilitate this task, the secretariat has prepared document FCCC/CP/1998/4 containing recommendations and suggestions to improve the process of future in-depth reviews. The SBI, at its eighth session, initiated a discussion on the scheduling of third and subsequent national communications from Annex I Parties on the basis of document FCCC/SBI/1998/INF.1 and agreed with the thrust of the proposals made in that document. It also invited Parties to submit their views on the scheduling of subsequent national communications. These views will be contained in document FCCC/CP/1998/MISC.8;

(c) *Annual inventory data:* The COP will have before it a summary compilation of the annual inventory data from Parties included in Annex I received by the secretariat to date (FCCC/CP/1998/INF.9);

(d) *Approach to the comparison of data:* The SBI, at its seventh session, requested the secretariat to evaluate the feasibility of compiling and maintaining available supplementary data from authoritative sources on greenhouse gas emissions for the purpose of comparison with national submissions from Annex I Parties and to present a report to the SBI at its ninth session (see FCCC/SBI/1997/21, para. 11 (d)). In response the secretariat has prepared document FCCC/CP/1998/5 containing a possible approach to the comparison of data.

55. The COP may wish to refer this sub-item, including all of the elements mentioned above, to the SBI for consideration with a view to developing conclusions and/or draft decisions to submit to the COP for adoption.

(ii) Initial national communications from Parties not included in Annex I to the Convention

56. This sub-item comprises several elements:

(a) *Process for considering non-Annex I Party communications:* The COP, at its first session, requested the subsidiary bodies to develop, for consideration at its second session, recommendations on guidelines for the preparation of national communications from non-Annex I Parties and proposals for the process to consider these recommendations, in accordance with Article 10 of the Convention (decision 8/CP.1). The COP, at its second session, approved guidelines for the preparation of initial communications from non-Annex I Parties (decision 10/CP.2). The COP, at its third session, decided that the SBI will have overall

responsibility for developing guidelines on the process for consideration of national communications (decision 13/CP.3). The SBI, at its seventh session, decided to "continue its deliberations on a process for considering initial national communications from non-Annex I Parties with a view to recommending a decision to the Conference of the Parties at its fourth session" (see FCCC/SBI/1997/21, para. 13 (a)). At its eighth session, the SBI took note of the views expressed by Parties on communications from Parties not included in Annex I to the Convention and the observations by the secretariat on these communications as contained in documents FCCC/SBI/1998/INF.3 and Add.1. A workshop was held on 3 and 4 August 1998 in Kuala Lumpur, Malaysia, to assist Parties in their deliberations on a process for considering non-Annex I Party communications. A report will be presented to the SBI at its ninth session by the Co-chairs of the workshop;

(b) *Information on relevant action by the Global Environment Facility (GEF):* By its decision 10/CP.2, the COP also requested the secretariat to make available to the SBI, at each of its sessions, details of the financial support provided by the GEF to non-Annex I Parties for the preparation of their initial communications. This information will be contained in document FCCC/CP/1998/MISC.4;

(c) *Provision of financial and technical support:* At its second session, by its decision 10/CP.2, the COP requested the secretariat, in accordance with Article 8.2(c), to facilitate assistance to Parties, particularly developing country Parties, in the preparation of their initial communications and to provide a report to the SBI and the SBSTA at each of their sessions. The progress report by the secretariat and updated information on the status of preparation of the initial national communications of non-Annex I Parties will be presented in document FCCC/CP/1998/INF.2.

57. By decision 10/CP.2, the COP also requested the secretariat to facilitate assistance through the organization of workshops at the regional level and to provide a forum for the exchange of experience in the development of emission factors and activity data for the estimation of the inventory. In response to this, the secretariat has convened a workshop on emission factors and activity data in Havana, Cuba, from 16 to 18 September 1998. The results of this workshop will be made available by the secretariat to the Parties at COP 4. In addition, in conjunction with COP 4, the secretariat will organize a special event which will be the first in a series of regular meetings providing a forum for the exchange of experience in the development of greenhouse gas emission factors and activity data. The secretariat will also organize additional workshops at the regional level provided that the required supplementary funding for this is made available by Parties through voluntary contributions to the Trust Fund for Supplementary Activities.

58. The COP may wish to refer this sub-item, including all of the elements mentioned above, to the SBI for consideration with a view to developing a draft decision to submit to the COP defining the process for consideration of communications from non-Annex I Parties and taking note of relevant information. Any provision of guidance to the GEF related to non-Annex I communications could be reflected in the outcomes under item 4 (b)(i) of the provisional agenda.

(b) Financial mechanism

(i) Report of the Global Environment Facility to the Conference

59. The Memorandum of Understanding (MOU) between the COP and the Council of the Global Environment Facility provides, *inter alia*, that the COP should receive and review at each of its sessions a report from the GEF which should include specific information on how it has applied the guidance and decisions of the COP in its work related to the Convention (decisions 11/CP.2 and 12/CP.2). Accordingly, the COP will have before it a report from the Council of the GEF (see FCCC/CP/1998/12 and Add.1).

60. The MOU between the COP and the Council of the GEF further provides that the Conference of the Parties will, after each of its sessions, communicate to the GEF any policy guidance approved by the COP concerning the financial mechanism. The COP at its first session decided on initial guidance on policies, programme priorities and eligibility criteria to the operating entity or entities of the financial mechanism (decision 11/CP.1) and at its second session provided further guidance (decision 11/CP.2).

61. The SBI, at its eighth session, after considering matters related to the financial mechanism, including any guidance thereto, invited Parties to submit further views and comments. The SBI decided to continue its discussions at its ninth session (see FCCC/SBI/1998/6, para. 32 (b)). The Parties will have before them documents FCCC/SBI/1998/MISC.4 and Add.1 and FCCC/CP/1998/MISC.3 which contain views and comments on these matters received from Parties.

62. The COP may wish to refer this sub-item to the SBI for its consideration with a view to developing conclusions and/or draft decisions to submit to the COP concerning the report of the GEF and any further policy guidance to the financial mechanism that may be appropriate. The SBI will also need to take account of deliberations under other agenda items that could be relevant to the provision of policy guidance. In this context, the SBSTA has requested the SBI, in considering additional guidance to the GEF, to take note that priority should be given to the need to build capacity in developing countries to identify and analyse technology and technology information needs, and has noted that funding is essential to the implementation of Article 6 (see FCCC/SBSTA/1998/6, para. 58 (b)).

(ii) Review process referred to in decision 9/CP.1

63. In accordance with Article 11.4 of the Convention, the COP at its first session decided to review the financial mechanism within four years and to take appropriate measures, including a determination of the definitive status of the GEF in the context of the Convention (decision 9/CP.1). Accordingly, the COP should conclude this process at the present session.

64. The review process began at the fifth session of the SBI, at the request of the COP at its second session (decision 11/CP.2), and on the basis of guidelines contained in paragraph 20 of document FCCC/SBI/1997/6. The process continued throughout the sixth, seventh and eighth sessions of the SBI. The SBI decided to continue its discussions at its ninth session (see FCCC/SBI/1998/6, para. 32 (b)). The COP will have before it documents FCCC/SBI/1998/MISC.4 and Add.1 and FCCC/CP/1998/MISC.3 which contain views and comments on these matters received from Parties.

65. The COP may wish to refer this sub-item to the SBI for consideration with a view to developing conclusions and/or draft decisions to submit to the COP on the conclusion of the review process referred to in decision 9/CP.1.

(c) Development and transfer of technologies

66. At its first session, the COP decided, *inter alia*, "to review, at the second session of the Conference of the Parties, and at each session of the Conference of the Parties thereafter, the implementation of Article 4.5 and 4.1(c) of the Convention as a separate agenda item" (decision 13/CP.1). This decision was reaffirmed by COP 2 (decision 7/CP.2) and by COP 3 (decision 9/CP.3).

67. At its eighth session, the SBSTA requested the secretariat to prepare an initial draft of a work programme on the development and transfer of technologies (see FCCC/SBSTA/1998/6, para. 58 (c)). This is included in the progress report on development and transfer of technologies presented in document FCCC/CP/1998/6.

68. The SBSTA also invited Parties to provide, by 15 August 1998, their views regarding technology development and transfer, capacity building, the tasks described in the secretariat's progress report on technology and technology transfer (see FCCC/SB/1997/1), any additional tasks, and the strategic focus of the secretariat's work programme on the development and transfer of technologies. Submissions from Parties on these topics will be contained in document FCCC/CP/1998/MISC.5.

69. The SBSTA also requested the secretariat to organize a technology round table in conjunction with COP 4. The focus of this round table was specified as the analysis of barriers to the development and transfer of technology (in both Annex I and non-Annex I Parties) and the identification and elimination of these barriers in order to facilitate the development and transfer of technology (see FCCC/SBSTA/1998/6, para. 58 (e)). Further information on this round table will be conveyed in due course.

70. In addition, the SBSTA urged the secretariat to complete the technical paper on barriers and opportunities related to the transfer of technology for the ninth session. This will be submitted as document FCCC/TP/1998/1. Information in this document may be directly relevant to the consideration of the draft work programme mentioned in paragraph 67 above.

71. Parties may also wish to consider aspects of the second compilation and synthesis of second national communications from Annex I Parties (see FCCC/CP/1998/11 and Add.1 and 2) related to financial resources and transfer of technology.

72. The COP may wish to refer this sub-item to the SBSTA, whilst inviting that body to forward any conclusions regarding technology information centres and enhancing support for national or regional centres to the SBI for its consideration (in accordance with decision 9/CP.3, paragraph 4). The SBSTA may wish to continue its deliberations on the development and transfer of technologies, with a view to submitting a draft omnibus decision to COP 4 on all aspects of the development and transfer of technology. During their discussions on this sub-item, Parties may wish to recall that a draft decision was submitted to the SBSTA at its eighth session by the Group of 77 and China (FCCC/SBSTA/1998/CRP.1).

(d) Second review of the adequacy of Article 4.2(a) and (b)

73. Article 4.2(d) provides that a second review of Article 4, paragraphs 2 (a) and (b), shall take place not later than 31 December 1998.

74. The COP, at its third session, decided to place the issue of the second review of the adequacy of Article 4.2(a) and (b) on the agenda for its fourth session, and requested the subsidiary bodies and the secretariat to make all necessary preparations to facilitate future consideration of the item (see FCCC/CP/1997/7, para. 63). The SBI, at its eighth session, invited Parties to submit their views on this item. Any views submitted by Parties will be contained in document FCCC/CP/1998/MISC.6.

75. The Conference could refer the item to the SBI for consideration with a view to developing conclusions and/or a draft decision to submit to the COP for adoption. Alternatively, given its political nature, the President may wish to conduct informal consultations on this item so as to lighten the workload of the SBI.

(e) Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3)

76. The SBI, at its eighth session, in response to a request by COP 3 (decision 3/CP.3), decided to undertake a process to identify and determine actions necessary to meet the specific needs of developing country Parties arising from the adverse effects of climate change and/or the impact of the implementation of response measures. The SBI decided to continue its consideration of this matter at its ninth session with a view to preparing a draft decision for adoption by COP 4 (see FCCC/SBI/1998/6, para. 44 (d)).

77. It should be borne in mind that the SBI at its eighth session also considered Articles 2.3 and 3.14 of the Kyoto Protocol, in conjunction with decision 3/CP.3. In this context, the decision to be adopted under item 5 (b) of the provisional agenda on the preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol (COP/MOP 1) is also relevant.

78. The COP may wish to refer this item to the SBI for consideration so that it can conclude its work and submit a draft decision to the COP for adoption.

(f) Activities implemented jointly under the pilot phase (decision 5/CP.1)

79. By its decision 10/CP.3, the COP, at its third session, reaffirmed decision 5/CP.1 and the provisions governing activities implemented jointly (AIJ) under the pilot phase contained therein. These provisions include, *inter alia,* a request for the COP to review, at its annual session, "the progress of the pilot phase on the basis of the synthesis report with a view to taking appropriate decisions on the continuation of the pilot phase" and, in so doing, to "take into consideration the need for a comprehensive review of the pilot phase in order to take a conclusive decision on the pilot phase and the progression beyond that, no later than the end of the present decade". The COP at its third session further invited Parties submitting reports on the AIJ pilot phase to provide suggestions on the uniform reporting format (URF), with a view to improving it (decision 10/CP.3).

80. The second synthesis report on AIJ under the pilot phase is contained in document FCCC/CP/1998/2. This report is based on the approximately 100 projects submitted by Parties in accordance with the URF and received prior to the deadline set for incorporation into the report (30 June 1998). Reports on projects, as well as information on progress made in the work on the list of methodological issues, are contained in the document FCCC/CP/1998/INF.3. This includes reports on the outcome of two workshops organized by the secretariat on project-based mechanisms which dealt with methodological, technical and institutional issues and which related not only to AIJ, but also to the mechanisms referred to in Articles 6 and 12 of the Kyoto Protocol.

81. The COP may wish to refer this sub-item to both the SBSTA and the SBI for initial consideration in a joint meeting with a view to submitting conclusions and/or a draft decision for adoption by COP 4. In particular, Parties may wish to take note of the information contained in the documents listed above, and provide views on the need, timing and modalities for a comprehensive review of the pilot phase (including its continuation or conclusion). While noting the differences, Parties may also wish to express views on the linkages between work carried out under the AIJ pilot phase and preparatory work on the project-based mechanisms referred to in Articles 6 and 12 of the Kyoto Protocol.

(g) Review of information and possible decisions under Article 4.2(f)

82. Article 4.2(f) of the Convention states that the COP shall "review, not later than 31 December 1998, available information with a view to taking decisions regarding such amendments to the lists in Annexes I and II as may be appropriate, with the approval of the Party concerned". At its third session, the COP adopted amendments to the list in Annex I to the Convention (decision 4/CP.3). The secretariat will submit an update on the entry into force of the amendments to the list in Annex I to the Convention in document FCCC/CP/1998/13. It will also draw to the attention of the COP any additional requests to be included in Annex I or Annex II to the Convention.

83. Turkey, which is not yet a Party to the Convention, has requested the deletion of its name from Annex I and Annex II to the Convention. A submission by Turkey on this matter is contained in document FCCC/CP/1997/MISC.3. The COP, at its third session, requested the SBI, at its eighth session, to consider this request, and to present a report to COP 4 for consideration and definitive action.

84. At its eighth session, the SBI, after an initial consideration of the request from the COP, asked Vice-President Herrera Marcano (Venezuela) to conduct consultations and report back to the SBI. Since the consultations did not result in an agreement, the SBI concluded that informal consultations should continue during the ninth session of the SBI with a view to achieving a consensus decision that could be recommended to COP 4 for consideration and definitive action (see FCCC/SBI/1998/6, para. 40).

85. The COP may wish to allocate this item to the SBI. Alternatively, to avoid overburdening the SBI, the President may wish to request a member of the Bureau to conduct consultations on both the request of Turkey and any requests received by Parties to be included in Annex I or Annex II to the Convention. This Bureau member could be asked to report definitively to the plenary on Wednesday, 11 November, and to submit conclusions and/or a draft decision for adoption by the Conference.

(h) Other matters relating to implementation

(i) Research and systematic observation (Articles 4.1(g) and 5 of the Convention)

86. By its decision 8/CP.3, the COP, at its third session, requested the SBSTA, with the assistance of the secretariat and in consultation with the Intergovernmental Panel on Climate Change (IPCC), to consider the adequacy of the global observational systems, namely the Global Climate Observing System, the Global Ocean Observing System and the Global Terrestrial Observing System, and to report its conclusions to COP 4. The World Meteorological Organization and the organizations participating in the Climate Agenda agreed to prepare the report, and in this regard, provided preliminary information to the SBSTA at its eighth session.

87. At its eighth session, the SBSTA invited these organizations to complete the report and to make it available for consideration at its ninth session (see FCCC/SBSTA/1998/6, para. 27 (c)). A summary is contained in document FCCC/CP/1998/7; the complete report is given in document FCCC/CP/1998/MISC.2.

88. The COP may wish to refer consideration of this agenda item to the SBSTA. The SBSTA may then wish to submit conclusions and/or a draft decision, as appropriate, to COP 4 on the further development of observation networks.

(ii) Scientific and methodological aspects of the proposal by Brazil

89. The COP, at its third session, decided that the proposal presented by Brazil in document FCCC/AGBM/1997/MISC.1/Add.3 should be referred to the SBSTA for its advice regarding scientific and methodological aspects. It further requested the SBSTA to make its advice available to COP 4 (see FCCC/CP/1997/7/Add.1, section III.3).

90. The SBSTA considered this issue at its eighth session. It noted that the portion of that proposal referring to a clean development fund had been subsumed by decisions taken at COP 3. The SBSTA recognized that there are a number of scientific and methodological issues raised by the remainder of the proposal and that they are still being investigated by scientists in several countries. The SBSTA welcomed the offer by the delegation of Brazil to host a workshop to further understanding of the scientific and methodological aspects of the remainder of the proposal and invited that delegation to report back to the SBSTA, at its ninth session, on the workshop (see FCCC/SBSTA/1998/6, para. 51).

91. The COP may wish to refer this agenda item to the SBSTA for its consideration. The SBSTA may wish to consider any new information on this topic and, as appropriate, provide advice to COP 4.

5. Matters related to the Kyoto Protocol

(a) Matters related to decision 1/CP.3, paragraph 5

(i) Land-use change and forestry

92. The COP, at its third session, identified as an issue for consideration by COP 4, the determination of modalities, rules and guidelines as to how, and which, additional human-induced activities related to changes in greenhouse gas emissions by sources and removals by sinks in the agricultural soils and the land-use change and forestry categories shall be added to, or subtracted from, the assigned amounts for Parties to the Protocol included in Annex I to the Convention, as provided for under Article 3, paragraph 4, of the Protocol, (decision 1/CP.3, para. 5 (a)).

93. In preparation for COP 4, the SBSTA considered this matter at its eighth session. It took note with appreciation of the document prepared by the secretariat (FCCC/SBSTA/1998/INF.1) and reached an understanding on the meaning of Article 3.3 of the Kyoto Protocol (see FCCC/SBSTA/1998/6, para. 45). The SBSTA also invited Parties to submit information related to the implementation of Article 3.3 of the Kyoto Protocol and to the modalities, rules and guidelines for additional activities which might be included under Article 3.4, in both cases addressing questions and issues raised in the document prepared by the secretariat. The submissions are contained in documents FCCC/CP/1998/MISC.1 and FCCC/CP/1998/MISC.9, respectively. Among the suggested elements for a work programme on the mechanisms are methodological/technical and institutional issues, issues related to participation and to process as well as linkages to work envisaged on other Articles of the Kyoto Protocol (see annex to FCCC/SBSTA/1998/6).

94. In response to a request from the SBSTA, the secretariat has organized a workshop in Rome on 24 and 25 September 1998 coincident with an IPCC expert meeting, to consider data availability in relation to Article 3.3 and to consider any further inputs to the IPCC. A report on this SBSTA-IPCC workshop will be contained in document FCCC/CP/1998/INF.4. The SBSTA further requested the IPCC to prepare and provide information to the SBSTA and the COP, in particular a special report on land-use, land-use change and forestry. A representative of the IPCC is expected to make a report on the status of this request.

95. The COP may wish to refer this agenda item to the SBSTA for its consideration. The SBSTA may wish to continue its discussion on this issue, including plans for a second workshop. Such discussions may lead to the submission of a draft decision for adoption by COP 4.

(ii) Article 6 of the Kyoto Protocol
(iii) Article 12 of the Kyoto Protocol (clean development mechanism)
(iv) Article 17 of the Kyoto Protocol (international emissions trading)

96. In adopting the Kyoto Protocol, the Conference of the Parties, at its third session, requested the Chairmen of the SBSTA and the SBI to give guidance to the secretariat on the preparatory work needed for consideration by COP 4 of matters related to Articles 6, 12 and 17, and to allocate work thereon to the respective subsidiary bodies as appropriate (decision 1/CP.3, para. 5 (b), (c) and (e)). Paragraph 6 of the same decision calls for the allocation of preparatory work for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol (see paragraphs 102-104 below).

97. At their eighth sessions, the SBI and SBSTA agreed to carry out their work through joint meetings, which gave rise to a joint consultative process. At their final joint meeting, the subsidiary bodies took note of the 'Suggested elements for a work programme on mechanisms for the Kyoto Protocol', as contained in the annex to the report of the SBSTA session, and invited Parties to submit views on the mechanisms referred to in decision 1/CP.3 (see FCCC/SBSTA/1998/6, para. 63 and annex and FCCC/SBI/1998/6). Views received from Parties by 10 September 1998 will be contained in document FCCC/CP/1998/MISC.7. Views received after this date will be available during the session as addenda to this document.

98. The COP may wish to refer these sub-items to the subsidiary bodies for their further joint consideration with a view to submitting a draft decision to the COP. This may include elements of a work programme, the allocation of related preparatory work for COP/MOP 1 to the subsidiary bodies (see also paragraphs 102-104 below) and, in this context an agreement on the modalities and schedule for carrying out the work programme and the assignment of tasks to the secretariat, as well as any requests for other organizations to carry out tasks.

(v) Impact of single projects on emissions in the commitment period

99. By its decision 1/CP.3, paragraph 5 (d) the COP, at its third session, identified as an issue to be considered by COP 4, the "consideration of and, as appropriate, action on suitable methodologies to address the situation of Parties listed in Annex B to the Protocol for which single projects would have a significant proportional impact on emissions in the commitment period".

100. The SBSTA held an initial discussion of this matter at its eighth session. It took note of the information provided by a Party, contained in document FCCC/SB/1998/MISC.1 and Add. 2 and 4, and invited Parties to consider this information during the inter-sessional period, in preparation for further consideration at its ninth session (see FCCC/SBSTA/1998/6, para. 48).

101. In the light of the above, the COP may wish to refer this agenda item to the SBSTA for its consideration. The SBSTA may wish to continue its discussion on this issue with a view to submitting a draft decision for adoption by COP 4.

(b) Matters related to decision 1/CP.3, paragraph 6: preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol

102. By its decision 1/CP.3, paragraph 6, the COP, at its third session, invited the Chairmen of the subsidiary bodies to make a joint proposal to those bodies, at their eighth sessions, on the allocation to them of preparatory work to enable COP/MOP 1 to accomplish the tasks assigned to it by the Protocol. The SBSTA and the SBI considered the proposal from their Chairmen (FCCC/SB/1998/1) at their eighth sessions and decided to defer consideration of these issues until their ninth sessions. They also invited the Chairmen, if they considered it useful, to formulate points which might provide a basis for deliberations at their ninth sessions (see FCCC/SBSTA/1998/6, para. 20 and FCCC/SBI/1998/6, para. 19).

103. In order to facilitate the work of the Conference, the Chairmen of the subsidiary bodies have, following consultations at the eighth session, prepared a draft decision that could serve as the basis for consultations at COP 4 (FCCC/CP/1998/3).

104. The Conference may wish to refer this item to the SBSTA and the SBI for consideration at their joint meeting, with a view to submitting a draft decision to the Conference on the allocation to the subsidiary bodies of preparatory work for COP/MOP 1 and on possible work programming.

6. Voluntary commitments by non-Annex I Parties

105. This item has been placed on the provisional agenda, in accordance with rule 10 (d) of the draft rules of procedure, following the request of the Government of Argentina, and it is understood to be the object of informal consultations. The President will inform the Conference of such outcomes as may be conveyed to her and propose a course of action.

7. Administrative and financial matters

106. The SBI, at its eighth session, considered matters pertaining to administrative arrangements for the Convention, financial performance in the biennium 1996-1997, the programme budget for the biennium 1998-1999 and the indicative scale of contributions. It agreed that the conclusions reached should be incorporated into a draft omnibus decision on administrative and financial matters for consideration by COP 4 (see FCCC/SBI/1998/6, paras. 69-77). This draft decision will be contained in an annex to document FCCC/CP/1998/8/Add.1.

107. The COP may wish to refer this item to the SBI for its consideration, requesting it to submit a draft omnibus decision for adoption by the Conference. Informal consultations are expected to assist in consideration of the various sub-items and the finalization of the draft decision.

(a) Arrangements for administrative support to the Convention

108. The COP, by its decision 17/CP.3, requested the Executive Secretary to "continue his discussions with the United Nations regarding administrative arrangements for the Convention, and to inform the Conference of the Parties, through the Subsidiary Body for Implementation, as appropriate, of any significant developments". At its eighth session, after taking note of the Executive Secretary's oral report on the administrative arrangements, the SBI requested him to continue his discussions, with a view to bringing them to a successful conclusion, and to report on any significant developments.

109. An update on the the review of administrative arrangements with the United Nations Office at Geneva, and any development on the support the secretariat receives from United Nations Headquarters to fulfil its financial management and administrative obligations in Bonn, is included in document FCCC/CP/1998/8. Additional information will be provided in an addendum to this document.

110. The COP may wish to take note of the information provided by the Executive Secretary, and express its views on any significant developments on the administrative arrangements for the Convention. Any consequential amendments in the delegation of authority to the Executive Secretary and/or the financial procedures of the Convention will be brought to the attention of the COP 5.

(b) Income and budget performance

(i) Financial performance in the biennium 1996-1997

111. By its decision 16/CP.3, the COP requested the Executive Secretary to submit to COP 4, through the SBI, a final report on financial performance in the biennium 1996-1997, including audited financial statements and reports from the internal and external auditors.

112. The audited financial statement for the biennium 1996-1997 is contained in document FCCC/CP/1998/9. This report is submitted by the United Nations Board of Auditors, endorsing with amendment, as appropriate, the financial statement as at 31 December 1997 prepared by UNOG, which maintains the accounts of the secretariat.

113. The internal and external auditors audited the secretariat in September 1997 and May 1998, respectively. The internal audit report, prepared by the United Nations Office of Internal Oversight Services, and the report of the United Nations Board of Auditors will be before the Conference as documents FCCC/CP/1998/INF.1 and FCCC/CP/1998/10. The secretariat will report on its implementation of the recommendations of the auditors and provide additional information in document FCCC/CP/1998/10.

114. The COP may wish to take note of the information contained in the audited financial statement and the reports of the auditors, as well as the secretariat's comments, and provide guidance to the secretariat as necessary.

(ii) Initial report on financial performance in the biennium 1998-1999

115. At its third session, the Conference of the Parties approved a programme budget for the biennium amounting to US$ 21,345,900 (decision 15/CP.3, para. 1). After taking note of the annual contribution of the host Government of DM 1.5 million, which offsets planned expenditures, the COP approved the sum of US$ 19,570,700 to be raised by means of contributions by Parties. It invited all Parties to the Convention to note that contributions to the core budget are due on 1 January of each year in accordance with paragraph 8 (b) of the financial procedures (decision 15/CP.1) and to pay promptly and in full.

116. In decision 15/CP.3, paragraph 9, of the COP also requested the Executive Secretary to report to COP 4 on income and budget performance, and to propose any adjustments that might be needed in the Convention budget for the biennium 1998-1999.

117. At its eighth session, the SBI endorsed the Executive Secretary's proposed deployment of the post-Kyoto contingency resources (see FCCC/SBI/1998/6, para. 72).

118. Document FCCC/CP/1998/8 includes a report on income and expenditures during the first half of 1998 under all sources of funds administered by the secretariat. The income will include the cash transfer made from the last biennium owing to late payments of contributions. The Executive Secretary's recommendations on the use of these funds will be included in this report. The document will also report on the results achieved by each programme in comparison with the expected results indicated in the programme of work document (FCCC/CP/1997/INF.1).

119. Information on the status of contributions by Parties to the core budget and the other three trust funds administered by the secretariat will be contained in document FCCC/CP/1998/INF.6.

120. The COP may wish to take note of the Executive Secretary's report. It may also wish to take note of the status of contributions, to express its appreciation to the Parties which have made their contributions, and to encourage Parties which have not paid their contributions to do so without delay.

(c) Scale of contributions to the core budget

121. Following the General Assembly resolution to revise the United Nations scale of assessment (resolution 52/215 of 22 December 1997), the SBI, at its eighth session, recommended revising the modalities to be used in determining the indicative scale of contributions for the core budget of the Convention. After considering the various options presented by the Executive Secretary, the SBI decided to recommend to COP 4 that the scale of contributions should be based on the new United Nations scale of assessment and follow the principle that all Parties should contribute to the Convention budget. It also recommended that the financial procedures (as contained in decision 15/CP.1, annex I, paragraph 7 (a)), be amended to reflect this new modality, and authorized the Executive Secretary to use this new scale as a basis for notifying Parties of their contributions due for 1999 (see FCCC/SBI/1998/6, paras. 75-76).

122. The SBI also requested the secretariat to incorporate this recommendation into the draft omnibus decision on administrative and financial matters to be considered by COP 4 referred to in paragraph 106 above.

123. The COP may wish to adopt the new indicative scale of contributions and the amendment to the financial procedures, as recommended by the SBI, so as to reflect the new modality in determining the indicative scale.

8. General statements

124. The President of the Republic of Argentina, possibly accompanied by other dignitaries, will address the Conference at a ceremonial event on Wednesday, 11 November 1998.

125. As recommended by the SBI at its eighth session, the high-level segment of the session attended by ministers and other heads of delegation is scheduled for 12 and 13 November. Statements by ministers and other heads of delegation of Parties will be made during the morning, afternoon and evening of Thursday, 12 November. Statements on behalf of groups of Parties by one member of a group would be welcome in order to reduce the overall number of speakers.

126. In view of the number of Parties and the time available for statements, it will be necessary to limit the duration of each statement by ministers and other heads of delegation of Parties. The recommended time limit is five minutes. Those speaking on behalf of a group of Parties, where the other members of that group do not speak, would be allowed an additional three minutes. The Conference should establish the time limit for statements at the start of the session, on the basis of the number of speakers inscribed on the list to be maintained by the secretariat. This would facilitate the preparation of statements during that period.

127. The list of speakers will be open from Tuesday, 15 September to Tuesday, 20 October 1998. Inquiries regarding the list of speakers may be sent to office of the Secretary of the Conference, UNFCCC secretariat, telephone number (49-228) 815-1107, fax number (49-228) 815-1999 and e-mail: secretariat@unfccc.de.

128. The representatives of observer States and of non-governmental organizations, along with the heads of intergovernmental organizations, will make their statements to the Conference on Wednesday, 11 November. Statements by other representatives of intergovernmental organizations are scheduled for Friday, 6 November. The recommended time limit for all such statements is five minutes.

9. Other matters

129. Any other matters for the attention of the COP will be taken up under this item.

130. The Conference of the Parties to the Convention on Biological Diversity at its fourth session took a number of decisions related to the work of the UNFCCC. These include decisions related to coral reefs, forest biological diversity, the relationship between the two Convention processes, and information management. It is recommended that these items be taken up by the subsidiary bodies at their tenth sessions. Such a conclusion could be adopted by the Conference.

10. Conclusion of the session

(a) Adoption of the report of the Conference of the Parties on its fourth session

131. A draft report on the work of the session will be prepared for adoption by the Conference at the end of its session. In accordance with established practice, the COP is invited to authorize the Rapporteur to complete the final report after the session, with the guidance of the President and the assistance of the secretariat.

(b) Closure of the session

132. The President will declare the session closed.

Annex I

SUBSIDIARY BODY FOR SCIENTIFIC AND TECHNOLOGICAL ADVICE (SBSTA)

Ninth session

Provisional agenda

1. Opening of the session.[1]

2. Organizational matters:

   (a) Adoption of the agenda;
   (b) Organization of work;
   (c) Election of officers.

3. Matters referred to the SBSTA by the plenary of the Conference of the Parties.

4. Other matters.[2]

5. Adoption of the report.

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[1] The Chairman of the Intergovernmental Panel on Climate Change (IPCC) will be invited to make a statement.

[2] This item covers issues the SBSTA must consider at its ninth session which are not on the provisional agenda of COP 4, and on which the SBSTA need not report to the plenary. The only such issues are methodological issues relating to national communications from Annex I Parties.

The SBSTA, at its seventh and eighth sessions, requested the secretariat to prepare a number of documents on methodological issues identified while processing national greenhouse gas inventories. In response, the secretariat has prepared FCCC/SBSTA/1998/7, which provides data based on analysis of national communications, and FCCC/SBSTA/1998/8, which identifies policy options resulting from the analysis of the data. Views from Parties on these issues are available in documents FCCC/SBSTA/1998/MISC.2 and FCCC/SBSTA/1998/MISC.6.

As requested by the SBSTA at its eighth session, the secretariat plans to organize an expert workshop on methodological issues arising from the review of national communications from Annex I Parties, drawing on the roster of experts, during the second week of December 1998 in Bonn. Pending further advice from Parties, the documents identified above will be the primary focus of this workshop. In this regard, Parties may wish to provide initial comments on this matter during the ninth session. A report on the results of the workshop will be provided to the SBSTA at its tenth session.

Annex II

SUBSIDIARY BODY FOR IMPLEMENTATION (SBI)

Ninth session

Provisional agenda

1. Opening of the session.

2. Organizational matters:

   (a) Adoption of the agenda;
   (b) Organization of work;
   (c) Election of officers.

3. Matters referred to the SBI by the plenary of the Conference of the Parties.

4. Adoption of the report.

Annex III

PROPOSED ALLOCATION OF ITEMS FROM THE PROVISIONAL AGENDA FOR COP 4 TO THE SUBSIDIARY BODIES

		SBSTA	SBI
2 (h)	Calendar of meetings of Convention bodies 2000-2001		x
4 (a)(i)	National communications from Parties included in Annex I to the Convention		x
4 (a)(ii)	Initial national communications from Parties not included in Annex I to the Convention		x
4 (b)(i)	Report of the Global Environment Facility to the Conference		x
4 (b)(ii)	Review process referred to in decision 9/CP.1		x
4 (c)	Development and transfer of technologies (decision 13/CP.1)	x	
4 (d)	Second review of the adequacy of Article 4.2(a) and (b)		x*
4 (e)	Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3)		x
4 (f)	Activities implemented jointly: review of progress under the pilot phase (decision 5/CP.1)	x	x
4 (g)	Review of information and possible decisions under Article 4.2(f)		x*
4 (h)(i)	Research and systematic observation (Articles 4.1(g) and 5 of the Convention)	x	
4 (h)(ii)	Scientific and methodological aspects of the proposal by Brazil	x	
5 (a)(i)	Land-use change and forestry	x	
5 (a)(ii) 5 (a)(iii) 5 (a)(iv)	Article 6 of the Kyoto Protocol Article 12 of the Kyoto Protocol (clean development mechanism) Article 17 of the Kyoto Protocol (international emissions trading)	x	x
5 (a)(v)	Impact of single projects on emissions in the commitment period	x	
5 (b)	Matters related to decision 1/CP.3, paragraph 6: preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol	x	x
7	Administrative and financial matters		x

* Indicates that the sub-item may be referred to the SBI or to the Bureau for informal consultations.

Annex IV

TENTATIVE SCHEDULE OF MEETINGS FOR THE FOURTH SESSION OF THE CONFERENCE OF THE PARTIES

	Item of the provisional agenda of the Conference and related meetings	
Monday, 2 November 10 a.m. - 11 a.m.	Item 1 (a) (b) (c) (d) (e)	Opening of the session: Statement by the President of COP 3 Election of the President of COP 4 Statement by the President Addresses of welcome Statement by the Executive Secretary
11 a.m. - 1 p.m.	Item 2 (a) (b) (c) (d) (e) (f) (g) Item 3 (a) (b) (c)	Organizational matters: Status of ratification of the Convention and the Kyoto Protocol Adoption of the rules of procedure Adoption of the agenda Election of officers other than the President Admission of organization as observers Organization of work: • Allocation of items • Schedule of meetings Participation in contact groups Reports of the subsidiary bodies: Report of the SBSTA Report of the SBI Report of the AG 13
3 p.m. - 6 p.m.	Items 2 and 3	(Continued as necessary) *Subsidiary bodies to meet on conclusion of plenary*
Tuesday, 3 November 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.		• *Joint SBSTA-SBI meeting* • *Informal consultations arising from the plenary as needed*
Wednesday, 4 November 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.		• *SBSTA and SBI* • *Informal consultations*

	Item of the provisional agenda of the Conference and related meetings	
Thursday, 5 November 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.		• *SBSTA and SBI* • *Informal consultations*
Friday, 6 November 10 a.m. - 1 p.m.		• *SBSTA and SBI* • *Informal consultations*
3 p.m. - 6 p.m.	Item 8 (d) Item 2 (g) (i) Item 9	**Plenary:** *stock-taking reports by the President and the subsidiary body Chairmen* General statements: Statements by intergovernmental organizations Organizational matters: Participation in contact groups Date and venue of COP 5 Other matters
Saturday, 7 November 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.		• *SBSTA and SBI* • *Informal consultations*
Monday, 9 November 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.		• *SBSTA and SBI* • *Informal consultations*
Tuesday, 10 November 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.		• *SBSTA and SBI: completion of work* • *Informal consultations*
Wednesday, 11 November Scheduling of items to be determined.	Item 8 (a) (c) (d) (e) Item 3 (a) (b)	General statements: Addresses at the Presidential ceremony Statements by observer States Statements by intergovernmental organizations Statements by non-governmental organizations Reports of subsidiary bodies: Report of the SBSTA Report of the SBI *Reports on informal consultations* *Adoption of conclusions and decisions*

	Item of the provisional agenda of the Conference and related meetings	
Thursday, 12 November 10 a.m. - 1 p.m. and 3 p.m. - 12.00 a.m.	Item 8 (b)	General statements: Statements by ministers and other heads of delegation of Parties at the high-level segment *Informal consultations and negotiations as needed.*
Friday, 13 November 10 a.m. - 1 p.m.		*Preparation of documents*
3 p.m. - 6 p.m.	Item 2 (j) Item 10 (a) (b)	Organizational matters: Adoption of the report on credentials *Adoption of conclusions and decisions* Closure of the session: Adoption of the report of the Conference of the Parties on its fourth session Closure of the session

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UNITED NATIONS

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Fourth session
Buenos Aires, 2-13 November 1998
Item 2 (c) and (f) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

Addendum

1. This addendum to the provisional agenda and annotations for the Conference of the Parties (COP) at its fourth session contains information on:

- Documents that have been prepared for the session and documents from previous sessions that will be made available (annex I);

- The proposed allocation of each item on the provisional agenda and the relevant documentation (annex II); and

- A tentative schedule of meetings for the COP plenary, the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI) (annex III).

5. Parties are invited to note that there are some modifications in the proposed allocation of items as well as in the proposed schedule. The latter are designed to ensure that work is begun as early as possible, that some conclusions and/or decisions are recommended by the subsidiary bodies for adoption by the COP on Friday, 6 November 1998 and that the subsidiary bodies complete their work by the close of their sessions on 10 November 1998.

3. With regard to the provisional agenda for COP 4 (FCCC/CP/1998/1, pages 3-6), the attention of the secretariat has been drawn to the possibility of the words "international emissions trading" in item 5 (a) (iv) being understood as a reference to global trade in emissions, and not simply a way to distinguish Article 17 trading from domestic trading. To avoid further misunderstanding of this terminology, the deletion of the words in parentheses will be proposed when the agenda is presented for adoption. For the sake of consistency, the deletion of the words in parentheses after item 5 (a) (iii) of the provisional agenda for COP 4 will also be proposed.

Annex I

Documents prepared for the Conference of the Parties

FCCC/CP/1998/1 and Add.1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/CP/1998/2	Activities implemented jointly: Review of progress under the pilot phase (decision 5/CP.1). Second synthesis report on activities implemented jointly
FCCC/CP/1998/3	Matters related to the Kyoto Protocol. Matters related to decision 1/CP.3, paragraph 6: Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol. Note by the Chairmen of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation
FCCC/CP/1998/4	Review of information communicated under Article 12. National communications from Parties included in Annex I to the Convention. Interim assessment of the in-depth reviews
FCCC/CP/1998/5	Approach to comparison of data on greenhouse gas emissions
FCCC/CP/1998/6	Development and transfer of technologies (decision 13/CP.1). Progress report on transfer of technology: draft work programme
FCCC/CP/1998/7	Research and systematic observation. Report on the development of the observational networks of the climate system
FCCC/CP/1998/8 Add.1	Administrative and financial matters. Note by the Executive Secretary
FCCC/CP/1998/9	Administrative and financial matters. Audited financial statements for the biennium 1996-1997: Report of the United Nations Board of Auditors

FCCC/CP/1998/10	Administrative and financial matters. Audit reports: Executive summaries and report on implementation by the secretariat. Note by the Executive Secretary
FCCC/CP/1998/11	Review of information communicated under Article 12. National communications from Parties included in Annex I to the Convention. Second compilation and synthesis of second national communications. Summary
FCCC/CP/1998/11/Add.1	Review of information communicated under Article 12. National communications from Parties included in Anne: I to the Convention. Second compilation and synthesis of second national communications
FCCC/CP/1998/11/Add.2	Review of information communicated under Article 12. National communications from Parties included in Annex I to the Convention. Second compilation and synthesis of second national communications from Annex I Parties. Addendum. Tables of inventories of anthropogenic emissions and removals of greenhouse gases and projections up to 2000
FCCC/CP/1998/12 and Add.1	Financial mechanism. Report of the Global Environment Facility to the Conference of the Parties at its fourth session
FCCC/CP/1998/13	Review of information and possible decisions under Article 4.2(f) of the Convention
FCCC/CP/1998/14 and Add.1	Admission of organizations as observers. Admission of observers: intergovernmental and non-governmental organizations
FCCC/CP/1998/INF.1	Administrative and financial matters. Audit report by the United Nations Office of Internal Oversight Services
FCCC/CP/1998/INF.2	Initial national communications from Parties not included in Annex I to the Convention. Secretariat activities to facilitate the provision of financial and technical support. Progress report by the secretariat

FCCC/CP/1998/INF.3	Activities implemented jointly: Review of progress under the pilot phase (decision 5/CP.1). Update on activities implemented jointly
FCCC/CP/1998/INF.4	Matters related to decision 1/CP.3, paragraph 5. Report on the initial SBSTA workshop on land-use, land-use change and forestry related to the Kyoto Protocol
FCCC/CP/1998/INF.5	Status of ratification of the Convention and Protocol
FCCC/CP/1998/INF.6	Status report on receipt of contributions from Parties
FCCC/CP/1998/INF.9	National communications from Parties included in Annex I to the Convention. Summary compilation of annual greenhouse gas emissions inventory data from Annex I Parties
FCCC/CP/1998/MISC.1 and Add.1	Matters related to the Kyoto Protocol. Matters related to decision 1/CP.3, paragraph 5. Land-use change and forestry. Submissions by Parties
FCCC/CP/1998/MISC.2	Research and systematic observation. Comprehensive report on the development of the observational networks of the climate system
FCCC/CP/1998/MISC.3	Financial mechanism. Comments by Parties on the financial mechanism
FCCC/CP/1998/MISC.4	Financial mechanism. Information on relevant action by the Global Environment Facility
FCCC/CP/1998/MISC.5 and Add.1 and 2	Development and transfer of technologies (decision 13/CP.1). Submissions by Parties
FCCC/CP/1998/MISC.6	Second review of the adequacy of Article 4.2(a) and (b). Compilation of submissions by Parties
FCCC/CP/1998/MISC.7 and Add.1	Matters related to decision 1/CP.3, paragraph 5. Article 6 of the Kyoto Protocol. Article 12 of the Kyoto Protocol (clean development mechanism). Article 17 of the Kyoto Protocol (international emissions trading). Activities implemented jointly. Compilation of submissions by Parties

FCCC/CP/1998/MISC.8	National communications from Parties included in Annex I to the Convention. Views on subsequent national communications by Annex I Parties
FCCC/CP/1998/MISC.9	Matters related to the Kyoto Protocol. Matters related to decision 1/CP.3, paragraph 5. Land-use change and forestry. Submissions by Parties
FCCC/CP/1998/L.1	Organizational matters. Participation in contact groups
FCCC/SBI/1998/6	Report of the Subsidiary Body for Implementation on the work of its eighth session, Bonn, 2-12 June 1998
FCCC/SBSTA/1998/6	Report of the Subsidiary Body for Scientific and Technological Advice on the work of its eighth session, Bonn, 2-12 June 1998
FCCC/SBSTA/1998/7	Methodological issues identified while processing second national communications: Greenhouse gas inventories
FCCC/SBSTA/1998/MISC.6 and Add.1	Approaches to resolving methodological issues related to national communications from Annex I Parties. Additional submissions by Parties
FCCC/SBSTA/1998/8	Methodological issues related to greenhouse gas inventories: Summary of issues and related options

Other documents for the Conference of the Parties[1]

FCCC/CP/1995/7	Report of the Conference of the Parties on its first session, Berlin, 28 March - 7 April 1995. Part One: Proceedings
FCCC/CP/1995/7/Add.1	Report of the Conference of the Parties on its first session, Berlin, 28 March - 7 April 1995. Addendum. Part Two: Actions taken by the Conference of the Parties at its first session

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[1] The following documents will only be available in limited quantities in order to reduce the volume of documentation and to minimize paper consumption.

FCCC/CP/1996/2	Organizational matters: Adoption of the rules of procedure
FCCC/CP/1996/15	Report of the Conference of the Parties on its second session, Geneva, 8-19 July 1996. Part One: Proceedings
FCCC/CP/1996/15/Add.1	Report of the Conference of the Parties on its second session, Geneva, 8-19 July 1996. Addendum. Part Two: Actions taken by the Conference of the Parties at its second session
FCCC/CP/1997/7	Report of the Conference of the Parties on its third session, Kyoto, 1-10 December 1997. Part One: Proceedings
FCCC/CP/1997/7/Add.1	Report of the Conference of the Parties on its third session, Kyoto, 1-10 December 1997. Addendum. Part Two: Actions taken by the Conference of the Parties at its third session
FCCC/CP/1997/7/Corr.1	Report of the Conference of the Parties on its third session, Kyoto, 1-11 December 1997. Corrigendum
FCCC/CP/1997/INF.1	Administrative and financial matters: Programme budget of the Convention for the biennium 1998-1999. Detailed subprogramme activities and resource requirements
FCCC/CP/1997/MISC.3	Review of information and possible decisions under Article 4.2(f). Submission by Turkey
FCCC/SBI/1996/L.4/Rev.1	Financial mechanism. Memorandum of Understanding between the Conference of the Parties and the Global Environment Facility. Annex to the Memorandum of Understanding: determination of funding necessary and available for the implementation of the Convention. Draft proposal submitted by the Group of 77 and China
FCCC/SBI/1997/MISC.5	Communications from Parties not included in Annex I to the Convention: Views of Parties on a process for considering non-Annex I Communications

FCCC/SBI/1997/MISC.8	Communications from Parties not included in Annex I to the Convention: Views of Parties on a process for considering non-Annex I communications
FCCC/SBI/1998/2	Second review of the adequacy of Article 4, subparagraphs 2(a) and (b)
FCCC/SBI/1998/MISC.2	National communications from Parties not included in Annex I to the Convention. Process for consideration of national communications from non-Annex I Parties: comments by Parties on the draft compilation of the co-Chairmen. Submissions by Parties
FCCC/SBI/1998/MISC.3	Group of 77 and China position paper on preparations for COP 4 (proposed provisional agenda). Submission by the Group of 77 and China
FCCC/SBI/1998/MISC.4	Proposals on financial mechanism. Submission by the Group of 77 and China
FCCC/SBI/1998/MISC.4/Add.1/Rev.1	Proposals on financial mechanism. Submission by the European Community and its member States
FCCC/SBI/1998/MISC.5	Second review of the adequacy of Article 4, subparagraphs 2 (a) and (b). Position paper and draft decision submitted by the Group of 77 and China
FCCC/SBSTA/1998/INF.1	Methodological issues. Issues related to land-use change and forestry
FCCC/SBSTA/1998/MISC.2	Methodological issues. Approaches to resolving methodological issues related to national communications from Annex I Parties. Comments from Parties
FCCC/SBSTA/1998/CRP.1	Development and transfer of technologies. Draft decisions for the fourth session of the Conference of the Parties proposed by the Group of 77 and China
FCCC/AGBM/1997/MISC.1/Add.3	Implementation of the Berlin Mandate. Proposals from Parties

FCCC/SB/1997/1	Progress report on technology and technology transfer
FCCC/SB/1998/2	Mechanisms for cooperative implementation
FCCC/SB/1998/MISC.1 and Add.1/Rev.1; Add.2; Add.3/Rev.1 and Add.4-6	Preparatory work needed for the fourth session of the Conference of the Parties on the items listed in decision 1/CP.3, paragraph 5. Submissions by Parties
FCCC/TP/1998/1	Technical paper on terms of transfer of technology and know-how. Barriers and opportunities related to the transfer of technology

Documents available for reference only

FCCC/SBI/1995/3	Arrangements between the Conference of the Parties and the operating entity or entities of the financial mechanism: Draft Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility
FCCC/SBI/1995/3/Add.1	Arrangements between the Conference of the Parties and the operating entity or entities of the financial mechanism: Information on relevant action by the Council of the Global Environment Facility. Addendum
FCCC/SBI/1996/3	Arrangements between the Conference of the Parties and the operating entity or entities of the financial mechanism: Information on relevant action by the Council of the Global Environment Facility
FCCC/SBI/1996/14	Report of the Subsidiary Body for Implementation on the work of its fourth session, Geneva, 10-11 December 1996
FCCC/SBI/1996/MISC.1	Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility: annex on the determination of funding necessary and available for the implementation of the Convention

FCCC/SBI/1997/2	Financial and technical cooperation. Financial mechanism: Review process referred to decision 9/CP.1. Information prepared by the Global Environment Facility to assist the Subsidiary Body for Implementation in its review of the financial mechanism
FCCC/SBI/1997/6	Report of the Subsidiary Body for Implementation on the work of its fifth session, Bonn, 25 February - 7 March 1997
FCCC/SBI/1997/8	Financial and technical cooperation. Financial mechanism: Review process referred to in decision 9/CP.1. Synthesis report
FCCC/SBI/1997/9	Communications from Parties not included in Annex I to the Convention. Secretariat activities to facilitate the provision of financial and technical support. Progress report
FCCC/SBI/1997/13	Communications from Parties not included in Annex I to the Convention. Information on the submission of initial national communications
FCCC/SBI/1997/16	Report of the Subsidiary Body for Implementation on the work of its sixth session, Bonn, 28 July - 5 August 1997
FCCC/SBI/1997/20	National communications. Communications from Parties included in Annex I to the Convention. Experience with the review of first national communications
FCCC/SBI/1997/21	Report of the Subsidiary Body for Implementation on the work of its seventh session, Bonn, 20-29 October 1997
FCCC/SBI/1997/INF.3	Communications from Parties not included in Annex I to the Convention. Secretariat activities to facilitate the provision of financial and technical support. Progress report

FCCC/SBI/1997/INF.6	National communications. Communications from Parties included in Annex I to the Convention. Progress with regard to in-depth reviews of first national communications and status of submission of second national communications
FCCC/SBI/1997/MISC.1	Financial and technical cooperation. Information on relevant action by the Council of the Global Environment Facility
FCCC/SBI/1997/MISC.3 and Add.1	Financial mechanism review process referred to in decision 9/CP.1. Compilation of submissions
FCCC/SBI/1997/MISC.4	Communications from Parties not included in Annex I to the Convention: Information on relevant action by the Council of the Global Environment Facility
FCCC/SBI/1997/MISC.9	Financial mechanism: Review process referred to in decision 9/CP.1. Compilation of submissions by Parties
FCCC/SBI/1998/3	Arrangements for intergovernmental meetings. Note by the Executive Secretary
FCCC/SBI/1998/4	Administrative and financial matters. Note by the Executive Secretary
FCCC/SBI/1998/INF.1	Communications from Parties included in Annex I to the Convention. In-depth reviews of first and second national communications and scheduling for future communications
FCCC/SBI/1998/INF.2	Communications from Parties included in Annex I to the Convention. Nomination of experts for participation in in-depth reviews
FCCC/SBI/1998/INF.3 and Add.1	Communications from Parties not included in Annex I to the Convention. Secretariat activities to facilitate the provision of financial and technical support. Progress report
FCCC/SBI/1998/MISC.1	Information on relevant action by the Global Environment Facility

FCCC/SBSTA/1998/INF.2	Development and transfer of technologies. Options for technology information centres and networks
FCCC/SBSTA/1998/INF.5	Development and transfer of technologies. Technology and technology information needs arising from the survey of developing country Parties
FCCC/SB/1998/1	Allocation of preparatory work to the Subsidiary Bodies for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol. Note by the Chairmen

Annex II

ITEMS OF THE PROVISIONAL AGENDA: PROPOSED ALLOCATION AND RELEVANT DOCUMENTS

Item		Proposed allocation	Relevant documents prepared for the session
1	Opening of the session	Plenary	--
2 (a)	Status of ratification of the Convention and the Kyoto Protocol	Plenary	FCCC/CP/1998/INF.5
2 (b)	Adoption of the rules of procedure	Plenary	-[1]
2 (c)	Adoption of the agenda	Plenary	FCCC/CP/1998/1 and Add.1
2 (d)	Election of officers other than the President	Plenary	--
2 (e)	Admission of organizations as observers	Plenary	FCCC/CP/1998/14
2 (f)	Organization of work, including the sessions of the subsidiary bodies	Plenary	FCCC/CP/1998/1 and Add.1
2 (g)	Participation in contact groups	Plenary	FCCC/CP/1998/L.1
2 (h)	Calendar of meetings of Convention bodies 2000-2001	SBI	FCCC/CP/1998/1
2 (i)	Date and venue of the fifth session of the Conference of the Parties	Plenary	FCCC/CP/1998/1
2 (j)	Adoption of the report on credentials	Plenary	FCCC/CP/1998/15 (in-session)
3 (a)	Report of the Subsidiary Body for Scientific and Technological Advice	Plenary	FCCC/SBSTA/1998/6
3 (b)	Report of the Subsidiary Body for Implementation	Plenary	FCCC/SBI/1998/6
3 (c)	Report of the Ad Hoc Group on Article 13	Plenary	FCCC/AG13/1997/2

[1] Document FCCC/CP/1996/2 contains the draft rules of procedure currently being applied.

Item		Proposed allocation	Relevant documents prepared for the session
4 (a) (i)	National communications from Parties included in Annex I to the Convention	SBI	FCCC/CP/1998/11 and Add.1 and 2 FCCC/CP/1998/4 FCCC/CP/1998/5 FCCC/CP/1998/INF.9 FCCC/CP/1998/MISC.8
4 (a) (ii)	Initial national communications from Parties not included in Annex I to the Convention	SBI	FCCC/CP/1998/INF.2
4 (b)	Financial mechanism	SBI	FCCC/CP/1998/12 and Add.1 FCCC/CP/1998/MISC.3 FCCC/CP/1998/MISC.4
4 (c)	Development and transfer of technologies (decision 13/CP.1)	SBSTA	FCCC/CP/1998/6 FCCC/CP/1998/MISC.5 and Add.1-2 FCCC/TP/1998/1
4 (d)	Second review of the adequacy of Article 4.2(a) and (b)	SBI*	FCCC/CP/1998/MISC.6
4 (e)	Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3)	SBI	(see FCCC/SBI/1998/6)
4 (f)	Activities implemented jointly: review of progress under the pilot phase (decision 5/CP.1)	SBSTA/SBI	FCCC/CP/1998/2 FCCC/CP/1998/INF.3 FCCC/CP/1998/MISC.7
4 (g)	Review of information and possible decisions under Article 4.2(f)	SBI*	FCCC/CP/1998/13
4 (h)(i)	Research and systematic observation (Articles 4.1(g) and 5 of the Convention)	SBSTA	FCCC/CP/1998/7 FCCC/CP/1998/MISC.2
4 (h)(ii)	Scientific and methodological aspects of the proposal by Brazil	SBSTA	-

* Unless decided otherwise.

Item		Proposed allocation	Relevant documents prepared for the session
5 (a)(i)	Land-use change and forestry	SBSTA	FCCC/CP/1998/INF.4 FCCC/CP/1998/MISC.1 and Add.1 FCCC/CP/1998/MISC.9 and Add.1
5 (a)(ii) 5 (a)(iii) 5 (a)(iv)	Article 6 of the Kyoto Protocol Article 12 of the Kyoto Protocol (clean development mechanism) Article 17 of the Kyoto Protocol (international emissions trading)	SBSTA/SBI	FCCC/CP/1998/MISC.7 and Add.1
5 (a)(v)	Impact of single projects on emissions in the commitment period	SBSTA	--
5 (b)	Matters related to decision 1/CP.3, paragraph 6: preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol	SBSTA/SBI	FCCC/CP/1998/3
6	Voluntary commitments by non-Annex I Parties*	Plenary	--
7	Administrative and financial matters	SBI	FCCC/CP/1998/8 and Add.1 FCCC/CP/1998/9 FCCC/CP/1998/10 FCCC/CP/1998/INF.1 FCCC/CP/1998/INF.10 (in-session)
8	General statements	Plenary	--
9	Other matters	Plenary	--
10	Conclusion of the session	Plenary	--

* Requested by Argentina under rule 10 (d) of the draft rules of procedure being applied.

Annex III

TENTATIVE SCHEDULE OF MEETINGS FOR THE FOURTH SESSION OF THE CONFERENCE OF THE PARTIES*

DATE & TIME	PLENARY		SBSTA	SBI
Monday, 2 November				
10 a.m. - 11 a.m.	Item 1	Opening of the session:		
	(a)	Statement by the President of COP 3		
	(b)	Election of the President of COP 4		
	(c)	Statement by the President		
	(d)	Addresses of welcome		
	(e)	Statement by the Executive Secretary		
11 a.m. - 1 p.m.	Item 2	Organizations matters:		
	(a)	Status of ratification of the Convention and the Kyoto Protocol		
	(b)	Adoption of the rules of procedure		
	(c)	Adoption of the agenda		
	(d)	Election of officers other than the President		
	(e)	Admission of organizations as observers		
	(f)	Organization of work		
	(g)	Participation in contact groups		
	Item 3	Reports of the subsidiary bodies:		
	(a)	Report of the SBSTA		
	(b)	Report of the SBI		
	(c)	Report of the AG 13		

* It is anticipated that there will be informal consultations every evening.

DATE & TIME	PLENARY	SBSTA	SBI
3 p.m. - 7 p.m.	Items 2 and 3 (continued as necessary)	*(Upon conclusion of COP plenary)* • Opening of the session • Organizational matters: (a) Adoption of the agenda (b) Organization of work (c) Election of officers • Matters referred by the COP - item 4 (h)(ii) (Brazil proposal) - item 5 (a)(v) (single projects) - Item 5 (a)(i) (LUCF)	*(Upon conclusion of COP plenary)* • Opening of the session • Organizational matters: (a) Adoption of the agenda (b) Organization of work (c) Election of officers • Matters referred by the COP - item 2 (h) (Calendar of meetings) - item 4 (e) (Article 4.8 and 4.9) - item 4 (g) (Article 4.2(f)) - item 7 (Administration/finance)
Tuesday, 3 November			
10 a.m. - 1 p.m.	• *Informal consultations arising from the plenary as needed*	*(Joint SBSTA-SBI meeting)* • Matters referred by the COP: - item 4 (f) (AIJ) - item 5 (a)(ii)-(iv) (Mechanisms) - item 5 (b) (COP/MOP 1)	
3 p.m. - 6 p.m.	• *Informal consultations*	*(Joint SBSTA-SBI meeting)* • Matters referred by the COP: - item 4 (f) (AIJ) - items 5 (a)(ii)-(iv) (Mechanisms) - item 5 (b) (COP/MOP 1) • *Informal consultations (SBI)*	
Wednesday, 4 November			
10 p.m. - 1 p.m.	• *Informal consultations*	• Matters referred by the COP: - item 4 (c) (Technology)	• Matters referred by the COP: - item 4 (a) (Communications) - item 4 (b) (GEF)
3 p. n. - 6 p.m.	• *Informal consultations*	• Matters referred by the COP: - item 4 (h)(i) (Research) • Other matters (Methodological issues)	• Matters referred by the COP: - item 4 (b) (GEF) - item 4 (d) (Adequacy)

DATE & TIME	PLENARY	SBSTA	SBI
Thursday, 5 November			
10 a.m. - 1 p.m.	• *Informal consultations*	• Matters referred by the COP: - item 4 (h)(ii) (Brazil proposal) - item 5 (a)(v) (Single projects) - item 5 (a)(i) (LUCF) • *Informal consultations*	• *Informal consultations*
3 p.m. - 6 p.m.	• *Informal consultations*	*(Joint SBSTA-SBI meeting)* • Matters referred by the COP: - item 4 (f) (AIJ) - item 5 (a)(ii)-(iv) (Mechanisms) - item 5 (b) (COP/MOP 1) • *Informal consultations* (SBI)	
Friday, 6 November			
10 a.m. - 1 p.m.	• *Informal consultations*	• Matters referred by the COP: - item 4 (h)(i) (Research) • Other matters (Methodological issues) ***Recommendation of conclusions and decisions***	• Matters referred by the COP: - item 2 (h) (Calendar of meetings) - item 4 (a)(i) (Annex I communications) - item 4 (g) (Article 4.2(f)) - item 7 (Administration/finance) ***Recommendation of conclusions and decisions*** • *Informal consultations*
3 p.m. - 6 p.m.	*Report by the President on consultations allocated by the plenary* Item 3 Reports of subsidiary bodies (a) Report of the SBSTA (b) Report of the SBI (c) Report of the AG 13 *Stock-taking reports by the subsidiary body Chairmen* Item 8 General statements (d) Statements by intergovernmental organizations Item 9 Other matters		

DATE & TIME	PLENARY	SBSTA	SBI
Saturday, 7 November			
10 a.m. - 1 p.m.	• *Informal consultations*	• *Informal consultations*	• *Informal consultations*
3 p.m. - 6 p.m.	• *Informal consultations*	• *Informal consultations*	• *Informal consultations*
Monday, 9 November			
10 a.m. - 1 p.m.	• *Informal consultations*	Item 3 Matters referred by the COP - item 4 (c) (Technology) *Adoption of conclusions and decisions*	• *Informal consultations*
3 p.m. - 6 p.m.	• *Informal consultations*	• *Informal consultations*	• *Informal consultations*
Tuesday, 10 November			
10 a.m. - 1 p.m.	• *Informal consultations*	*(Joint SBSTA-SBI meeting)* Item 3 Matters referred by the COP - item 4 (f) (AIJ) - item 5 (a)(ii)-(iv) (Mechanisms) - item 5 (b) (COP/MOP 1)	
3 p.m. - 6 p.m.	• *Informal consultations*	*(Conclusion of work)* Item 5 Adoption of the report, *and any outstanding issues*	*(Conclusion of work)* Item 4 Adoption of the report, *and any outstanding issues*

DATE & TIME	PLENARY	SBSTA	SBI
Wednesday, 11 November (scheduling to be confirmed)			
10 a.m. - 11.30 a.m.	Item 8 General statements: (a) Addresses at the Presidential ceremony		
11.30 a.m. - 1 p.m.	Item 8 General statements: (d) Statements by intergovernmental organizations		
3 p.m. - 6 p.m.	Item 3 Reports of the subsidiary bodies: (a) Report of the SBSTA (b) Report of the SBI Item 8 General statements: (c) Statements by observer States (e) Statements by non-governmental organizations *Reports on informal consultations* ***Adoption of conclusions and decisions***		

DATE & TIME	PLENARY	SBSTA	SBI
Thursday, 12 November (High-level segment)			
10 a.m. - 1 p.m. 3 p.m. - 12 p.m.	Item 8 General statements: (b) Statements by ministers and other heads of delegation of Parties at the high-level segment *Informal consultations and negotiations as needed*		
Friday, 13 November (High-level segment)			
10 a.m. - 1 p.m.	*Preparation of documents*		
3 p.m. - 6 p.m.	Item 2 Organizational matters: (i) Date and venue of COP 5 (j) Adoption of the report on credentials ***Adoption of conclusions and decisions*** Item 10 Conclusion of the session: (a) Adoption of the report of the Conference of the Parties on its fourth session (b) Closure of the session		